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ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
FROM: <div>5B2828 Hqs.</div> RAB		EXTENSION	NO.	
			DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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1. C/ Agency Archives				STAT STAT STAT STAT STAT <div>rec'd Feb 1981</div>
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DRAFT
5 October 1978

MEMORANDUM FOR: Chief, Agency Archives
VIA : Chief, Information Systems Analysis Staff
FROM :
SUBJECT : Presidential Libraries

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1. Recent discussions with Mr. Tagge, NARS/NCD, have clarified the Agency's responsibilities for furnishing records to Presidential Libraries. Recommended actions to fulfill these responsibilities are listed in paragraph 6~~x~~ for C/ISAS approval.

3 ~~2~~. Presidential Libraries exist primarily as repositories for Presidential records. Presidential records are those records made (produced) or received by the President or his office, including his advisors. The responsibility for retaining these records rests with the President's office. Presidential records do not include agency records, and an agency is responsible only for retaining the record copy of its own records. When an agency offers its records for accessioning by the National Archives, the National Archives determines at that time if the records are also of interest to a Presidential Library. If they are of interest, the National Archives arranges internally to include copies of the records, or information about them, in the Presidential Library collection.

4 ~~3~~. There are some records, such as the President's Daily Brief, that in some cases are not retained by the President's office but rather

returned to the Agency for security reasons. Some of these records may be annotated personally by the President. In these cases, the annotated copy which normally would be retained by the President's office should instead be retained by the Agency. However, it is not necessary to maintain a separate set of such annotated copies, because the Presidential Libraries will have access to them if they are accessioned by the National Archives as part of the Agency's record set. Therefore, the annotated copies should be substituted by the office of record for the copy we normally retain in the record set.

24. Since the early 1960's the Agency has been accumulating records, primarily from NFAC offices, for possible transfer to Presidential Libraries. These records are earmarked for the Kennedy, Johnson, Nixon, Ford, and Carter Libraries. There are about 100 cubic feet of these records set aside in the Agency Archives, and an unknown amount being held in offices throughout the Agency. The disposition of these records must be determined during our present review and implementation of records control schedules.

5. Although the Agency has no current responsibility to accumulate a separate set of records for Presidential Libraries, we did make commitments to furnish certain records to the Kennedy and Johnson Libraries. These commitments must be provided for (or officially cancelled). Some of these records have already been transferred to the Libraries, but others are being withheld for security reasons. The commitments should be settled prior to the lifting of the destruction moratorium, so that any records that must be furnished to the Kennedy or Johnson Libraries can be segregated in the earmarked collection rather than destroyed

(otherwise we may be faced with a massive reproduction job). Once this is done, all other earmarked records that are not Agency record copies should be destroyed.

6. To bring the Agency's Presidential Libraries procedures into line with our responsibilities, the following steps should be taken, in the order listed (recommended responsible offices and time periods are indicated parenthetically).

a. Determine which records we are committed to providing to the Kennedy and Johnson Libraries. If all such records are not presently in the Presidential Libraries collection at the Agency Archives, obtain a copy of the missing ones from the offices of record. ^{and Directorate RMO's,} (AA_A by 1 November 1978.)

b. Publish a Headquarters Notice explaining that we have no current commitment to a Presidential Libraries program, and requiring that the accumulation of such records be immediately discontinued.

Included should be instructions to incorporate copies of records that have been personally annotated by the President and returned to the Agency in the Agency's record set. (AA and RAB, by 1 December 1978.)

c. Determine whether the records earmarked for Presidential Libraries other than Kennedy and Johnson are non-record copies. Transfer any that are ~~not~~ record copies into the record set. (AA, RAB, and NFAC reviewers, during NFAC review.)

d. Destroy remainder. (AA, after all reviews completed.)

e. Establish a specific date and procedure for transferring the Kennedy and Johnson records to the Presidential Libraries via NARS Records Disposition Division. (AA, RAB, CRG, Directorate RMO's and

offices of record, by 30 September 1979.)

f. Transfer Kennedy and Johnson records. (AA and RAB, on date established above.)

Since AA will be involved in all aspects of this process, and since C/AA has offered to take the lead role, recommend that AA furnish bimonthly status reports on each step to C/ISAS, info C/RAB, until all requirements are completed.

STAT

cc: NFAC RMO
DDO RMO
DDS&T RMO
DDA RMO
C/CRG
C/MWPB

CONCUR

C/AA

DATE

APPROVED

C/ISAS

DATE

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ISAS/RAB/ (5 October 1978)

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